

**PROGRAM SOLICITATION**

for a Cooperative Agreement to

**Support the Conservation Bookshelf Program  
In Cooperation with the Institute of Museum and Library Services**

Issued by the  
**Institute of Museum and Library Services  
Office of Strategic Partnerships  
1800 M Street NW, 9<sup>th</sup> Floor  
Washington, DC 20036-5802**

Proposals in response to this solicitation must be RECEIVED at the above address by 4:30 P.M., Eastern Standard Time on April 12, 2007.

Proposals should be sent by hard copy with an original sent by FAX to (202) 653-4608, Attention: Nancy Rogers, or the original PLUS 5 additional copies sent by surface mail to:

Institute of Museum and Library Services  
Office of Strategic Partnerships  
1800 M Street NW, Room 9308  
Washington, DC 20036-5802  
Attention: Nancy Rogers

For information about this solicitation, please contact: Nancy Rogers, Senior Project Coordinator, Office of Strategic Partnerships, Institute of Museum and Library Services, 1800 M Street NW, Room 9308, Washington, DC 20036-5802, (202) 653-4714, [nrogers@imls.gov](mailto:nrogers@imls.gov).

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### **The Institute of Museum and Library Services**

The Institute of Museum and Library Services is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development.

## **SECTION I. FUNDING OPPORTUNITY DESCRIPTION**

### **I.A. Introduction**

In celebration of the 10<sup>th</sup> anniversary of the Institute of Museum and Library Services, the 30<sup>th</sup> anniversary of federal funding for museums, and the 30<sup>th</sup> anniversary of federal funding for libraries, the IMLS is launching a major, multifaceted initiative on behalf of America's collections. The goal of this national initiative, *Connecting to Collections: The IMLS Conservation Initiative*, is to raise public awareness about the urgent need to care for our nation's collections and to give museums and libraries the information and tools they need to care for their collections in the best possible way. The components of *Connecting to Collections* are a National Conservation Summit (June 27-28, 2007, in Washington, DC), four Regional Forums, statewide Planning Grants, and a Conservation Bookshelf.

The IMLS invites proposals for a cooperative agreement to support the IMLS Conservation Bookshelf program. Through the Bookshelf, the IMLS seeks to provide a set of up to 15 core texts for most kinds of collections, with up to five (5) additional texts devoted to the care of living collections. The core texts may include DVD or CD resources. In addition, the Bookshelf will include a CD-ROM with links to online resources. We expect a total of 2,000 Bookshelves to be distributed to museums and libraries, most of them small to mid-sized, with approximately 200 – 250 geared towards living collections. Approximately 1,300 of these Bookshelves will be distributed to participants in the National Summit (June 2007) and the four subsequent regional forums (January and June 2008, January and June 2009). The approximately 700 remaining Bookshelves will be distributed through two competitions. In addition to the above 2,000 Bookshelves, twenty-five (25) sets of the Bookshelves are to be provided to the IMLS.

The IMLS will provide the Cooperator a list of recommended texts for the Bookshelf. The Cooperator will research the availability and costs of the texts, and will work with the IMLS to determine the final Bookshelf list.

All museums and libraries represented at the National Summit or the Regional Forums will receive the Bookshelf. The objective is to distribute the Bookshelf to the National Summit participants in October 2007 and to the Regional Forum participants within two months of the conclusion of each forum.

The approximately 700 remaining Bookshelf sets will be distributed via a competitive award program to other museums and libraries, to be selected by the IMLS and the Cooperator. The first such opportunity will be announced to the public by September 1, 2007, with a deadline of November 15, 2007, for requests. Recipients will be announced on February 1, 2008, and the Bookshelf distributed by April 1, 2008. The second opportunity will be announced to the public by March 1, 2008, with a deadline of April 15, 2008, for requests of April 15, 2008. Recipients will be announced on July 1, 2008, and the Bookshelf distributed by September 1, 2008.

## **I.B. Scope of Work**

It will be the responsibility of the Cooperator, working in consultation with the IMLS, to:

- Determine the availability of the texts and purchase 2,025 sets of the core texts and 200-275 of the up to five additional Bookshelf texts regarding living collections.
- Mount a promotional campaign about the *Connecting to Collections* initiative. In particular, promote awareness of and solicit requests for the Bookshelf, targeting, especially, small to mid-sized museums, libraries, and archives. Distribute a promotional flyer about the Bookshelf at relevant state, regional, and national museum and library service organization meetings. All such materials should be submitted for review and approval by the IMLS and other funder(s) prior to distribution.
- Work collaboratively with the IMLS (and potentially other funders) to develop materials, to include posters, bookmarks, bookplates, and other relevant materials that promote the Bookshelf and the goals of the IMLS *Connecting to Collections* initiative.
- Design and implement a system for applicants to apply electronically, with a first round deadline of November 15, 2007, and second round deadline of April 15, 2008. Provide for the IMLS to have electronic access to the applications.
- Work collaboratively with the IMLS to develop the evaluation criteria for the requests.
- Provide appropriate assistance to potential applicants for the Bookshelf prior to the November 15, 2007, and April 15, 2008 deadlines. In particular, provide timely advice to applicants by responding to email and telephone questions regarding the application guidelines and process.
- Provide instructions for applicants to apply for DUNS numbers and if necessary, assist applicants in acquiring DUNS numbers.
- Participate fully with the IMLS staff in the review and selection of the approximately 700 recipients of the Bookshelf. This includes receiving the applications electronically, conducting an initial peer review of the applications, and providing a slate of recommendations to the IMLS for the first 350 recipients by January 15, 2008, and the second 350 recipients by June 15, 2008. [This also includes facilitating adherence to the confidentiality restrictions of the review and selection processes as set forth in the IMLS "Conflict of Interest Statement" provided to the IMLS and reviewers (attached).]
- Create and maintain a database of applicants for the Bookshelf that includes information on the use of the Bookshelves by the recipients. Work in consultation with the IMLS to determine format and data parameters.
- Create and maintain email and listserv utilities for the promotion and maintenance of the Bookshelf throughout the duration of the program.
- Use the Cooperator's website for promotional efforts and include links to the IMLS website and the *Connecting to Collections* website for program materials and guidelines.

- Provide the IMLS with twenty-five (25) sets of the Bookshelf (including the texts regarding living collections, as well as bookplates, bookmarks, posters/brochures, and related Bookshelf materials) by October 1, 2007.
- Distribute sets of the Bookshelf (including bookplates, bookmarks, posters/brochures, and related Bookshelf materials) to participants in the National Conservation Summit by October 1, 2007, and to participants in the Regional Forums within two months of the conclusion of each of the four forums.
- Distribute sets of the Bookshelf to 350 applicants by April 1, 2008, and the second 350 applicants by September 1, 2008.
- Obtain from each Bookshelf recipient a one-page final report and provide copies of each report to the IMLS. In addition, the cooperator will prepare an analytical final report, based, at least partially, on the reports of the recipients.

### **I.C. Estimated Timeline**

<u>Date</u>	<u>Task</u>	<u>Responsibility</u>
April 30, 2007	Cooperative Agreement Awarded	IMLS
June 27-28, 2007	National Conservation Summit – Bookshelf Vouchers Distributed to Participants	IMLS
September 1, 2007	Public Announcement of First Deadline	Cooperator & IMLS
October 1, 2007	Distribute Bookshelf to Summit Participants	Cooperator
November 15, 2007	First Application Deadline	Cooperator
January 2008	First Regional Summit – Bookshelf Vouchers Distributed to Participants	IMLS
February 1, 2008	First Award Announcement	Cooperator & IMLS
March 1, 2008	Public Announcement of Second Deadline	Cooperator & IMLS
April 1, 2008	Distribute Bookshelf to First Regional Summit Participants	Cooperator
April 15, 2008	Second Grant Opportunity Deadline	Cooperator
June 2008	Second Regional Summit – Bookshelf Vouchers Distributed to Participants	IMLS
July 1, 2008	Second Award Announcement	Cooperator & IMLS
September 1, 2008	Distribute Bookshelf to Second Regional Summit Participants	Cooperator
January 2009	Third Regional Summit – Bookshelf Vouchers Distributed to Participants	IMLS
April 1, 2009	Distribute Bookshelf to Third Regional Summit Participants	Cooperator
June 2009	Fourth Regional Summit – Bookshelf Vouchers Distributed to Participants	IMLS
September 1, 2009	Distribute Bookshelf to Fourth Regional Summit Participants	Cooperator

## **SECTION II. ELIGIBILITY INFORMATION**

A U.S. nonprofit organization with tax exempt status is eligible, including museum and library services organizations. In addition, state and local government agencies, and tribal governments are eligible to apply. Individuals are not eligible to apply.

Ineligible proposals will not be reviewed.

## **SECTION III. AWARD INFORMATION**

**III.A.** The IMLS anticipates awarding only one (1) Cooperative Agreement.

**III.B.** The award under this program will be for up to \$1,000,000. No cost sharing is required, but cost sharing will be considered as an evaluation factor.

**III.C.** The award will be for a maximum of three (3) years from date of award.

**III.D.** The estimated award date is April 30, 2007, with a start date of May 15, 2007. The IMLS will notify all applicants of final decisions. No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded.

**III.E.** The IMLS will work closely with the recipient of the Cooperative Agreement on all decisions related to the Conservation Bookshelf. The IMLS will also consult with the recipient of the Cooperative Agreement on other matters and activities set forth in the Scope of Work in Section I.B.

## **SECTION IV. APPLICATION AND SUBMISSION INFORMATION**

**IV.A.** This solicitation contains all information needed to apply for this opportunity. See <http://www.imls.gov/applicants/grantsgov/nlg07.shtm#> for electronic versions of the Face Sheet, Program Information Sheet, and Budget forms. The Partnership Statement and the Specifications for Projects that Produce Digital Products are not applicable. Applicants may download and print these forms.

**IV.B.** Proposals in response to this solicitation must be received by 4:30 PM Eastern Standard Time on April 12, 2007. Proposals should be sent by hard copy with an original sent by FAX to (202) 653-4608, Attention: Nancy Rogers or the original PLUS 5 additional copies sent by surface mail to:

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Telephone: (202) 653-4714  
E-mail: [nrogers@imls.gov](mailto:nrogers@imls.gov)

**IV.C.** Any proposal received after the time specified for receipt will not be considered unless (1) it was sent by surface mail and the IMLS determines that the late receipt was due solely to handling by the IMLS after receipt at the IMLS, (2) it is the only proposal received, or (3) it offers significant cost or technical advantage, and it is received before an award determination has been made.

**IV.D.** In order to streamline and simplify the management of federal financial assistance, the Office of Management and Budget (OMB) has directed that all federal agencies require applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or an electronic application.

#### **IV.E. Format**

The application narrative may be no more than ten pages in length and must address the proposal Evaluation Criteria listed in Section IV.F.2, and must:

- Address the Evaluation Criteria in the order presented.
- Provide sufficient information for reviewers to evaluate all Evaluation Criteria.
- Conform to the space limits of ten single-spaced, one-sided pages.
- Use 8.5 by 11 inch format.
- Leave a margin of at least 0.5 inches on all sides.
- Have each page numbered.
- Be printed in a sans-serif, 12-point typeface with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable. Handwritten applications will not be accepted.

#### **IV.F. Content**

Signed proposals in response to the solicitation, in original and five (5) copies, shall include:

##### **IV.F.1 A Face Sheet and Program Information Sheet**

(see <http://www.imls.gov/applicants/grantsgov/nlg07.shtm#>)

##### **IV.F.2. A narrative that includes:**

- A project design covering all elements and activities listed in the Scope of Work in Section I.B.

- A project budget, including funds requested from IMLS, funds to be contributed by the applicant (including in-kind contributions), and funds to be contributed by any third parties.
- A promotion plan demonstrating the resources and knowledge that will be brought to bear in promoting the availability of the Bookshelf to likely applicants from museums, libraries, and archives.

#### **IV.F.3. Budget**

The proposal must include a Detailed Budget for the proposed project, a Summary Budget, and a Budget Justification that explains the elements of the Detailed Budget. See budget forms at <http://www.imls.gov/applicants/grantsgov/nlg07.shtm#>. Applicants may create their own budget forms as long as all items of information included in the forms are included.

- Only costs attributable to achieving specific project activities should be included in the budget.
- The Detailed Budget should identify whether support is requested from IMLS or is contributed. All of the items listed, whether supported by award funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the award period.
- For services to be outsourced, the applicant should, whenever possible, provide detailed bids and justification of how the proposed contractor was selected.
- The Budget Justification should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role that each person listed in the project budget will play, and should justify all proposed equipment, supplies, travel, services, and other expenses.
- Resumes or curriculum vitae of no more than two pages each for all key personnel must be included.

**IV.F.4.** The applicant must provide a Task List that shows when each major project activity will be completed and how award funds will be expended throughout the project. The Task List must correspond to the activities described in the Narrative. It must include each major activity for which direct costs are requested from IMLS. It must indicate milestones for completion of each major project activity and show how award funds are to be spent over the course of the project.

## **SECTION V. APPLICATION REVIEW INFORMATION**

**V.A.** The IMLS will determine whether applicants are eligible and whether an application is complete.

**V.B.** All eligible and complete proposals will be competitively reviewed. The evaluation will be based on the following **Evaluation Criteria:**

### **V.B.1. Project Design**



- Evidence of the quality of the proposed plan to accomplish the work identified above under “Scope of Work,” including evidence of the applicant’s capacity to work with publishers, establish an on-line application system for requests for the Bookshelf, provide advice to prospective applicants, and conduct preliminary review of the requests.
- Extent to which the proposal reflects an understanding of and experience in the design, delivery, and management of such efforts.
- Extent to which the applicant has experience in delivering high caliber national projects.

**V.B.2. Project Resources: Time; Budget; Personnel; Management Plan**

- Evidence of the ability to develop, deliver, and manage the project in an effective and timely manner.
- Evidence that the project personnel are qualified to accomplish project goals and activities. Extent to which they demonstrate appropriate experience and experience in the specific areas that the proposal addresses
- Extent to which personnel commit adequate time to manage and implement the project activities.
- Extent to which the budget is reasonable and appropriate.

**V.B.3. Promotion Plan**

- Evidence that the applicant has sufficient resources and knowledge to promote the *Connecting to Collections* initiative in general, and the Bookshelf in particular, to likely applicants in mid-sized and small museums and libraries, along with friends groups and associations, through a variety of media and in collaboration with key organizations in the field.

## **SECTION VI. AWARD ADMINISTRATION INFORMATION**

**VI.A. Cooperative Agreement**

The instrument that will be awarded as a result of this Program Solicitation is a Cooperative Agreement, as defined by the Federal Grant and Cooperative Agreement Act of 1977, Public Law 95-224. A Cooperative Agreement is a cost reimbursement instrument. No fee of profit (or other increment above allowable cost) is allowed.

**VI.B. Terms and Conditions**

Institute of Museum and Library Services Cooperative Agreements are subject to the General Terms and Conditions for grantees (please see <http://www.ims.gov/recipients/administration.shtm>).

The Cooperator shall also comply with the Cooperator’s applicable OMB Circulars and with the Institute of Museum and Library regulations at 45 C.F.R. subparts 1180, 1181, 1182, 1183, 1185, and 1186. Such OMB Circulars and IMLS regulations will be incorporated by reference into the Cooperative Agreement.

## **VI.C. Assurances and Certifications**

### **Assurance of Compliance with Non Discrimination Requirements**

By submission of a proposal, the Cooperator hereby agrees that it will execute projects, productions, workshops, and programs in accordance with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, where applicable. Copies of the nondiscrimination regulations identified above may be obtained by writing to the Office of Civil Rights, Institute of Museum and Library Services, 1800 M Street NW, 9<sup>th</sup> Floor, Washington, DC 20036.

### **Certification Concerning Debarment, Suspension, and Other Responsibilities**

In compliance with 45 CFR Part 1185,

1. The Cooperator, certifies to the best of his or her knowledge and belief that the Cooperator and its principals:
  - (a) Are not presently excluded or disqualified;
  - (b) Have not been convicted within the preceding three years of any of the offenses listed in 45 C.F.R. 1185.800(a) or had a civil judgment rendered against the applicant or its principals for one of those offenses within that time period;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 45 C.F.R. 1185.800(a); and
  - (d) Have not had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.
2. The Cooperator further certifies that the Cooperator and its principals will comply with 45 C.F.R. Part 1185 Subpart C (Responsibilities of Participants Regarding Transactions) and will require similar compliance with Subpart C by persons at the next lower tier with whom the primary tier participant enters into covered transactions.

Where the Cooperator or any lower-tier participant is unable to certify to this statement, it shall provide an explanation to the IMLS Grants Office.

### **Delinquent Debt Certification**

The Cooperator certifies that it is not delinquent on any Federal debt or, if it is, will provide explanatory information. Examples of relevant debt include delinquent taxes, audit disallowances, and benefit overpayments.

### **Drug-Free Workplace Act Certification**

The Cooperator certifies, as a condition of the award, that the Cooperator will or will continue to provide a drug-free workplace by complying with the requirements in Subpart B of 45 C.F.R. Part 1186.

This includes: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the applicant's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either with this application, upon award, or in documents kept on file in the applicant's office) all known workplaces under the award.

#### **VI.D. Reporting**

It will be the responsibility of the recipient to file required reports. Interim narrative performance reports must be submitted within 30 days after the end of each six-month period for the duration of the award, except for the final six months (when final reports will be submitted within 90 days after the end of the grant period).

An annual financial status report must be submitted within 30 days after the end of the first year of the project, unless the award is for a one-year project. For one-year projects, only a final financial status report is required.

Final performance and final financial status reports must be submitted within 90 days of the close of the project period. Interim and final financial status reports must be submitted on the required forms [either SF 269, Financial Status Report (long form), or SF 269A, Financial Status Report (short form)].

**Failure to comply with the reporting requirements may result in the loss of current or future funding from the IMLS.**

## **SECTION VII. AGENCY CONTACTS**

For information on this solicitation, write or call:

Nancy Rogers, Senior Project Coordinator  
Office of Strategic Partnerships  
Institute of Museum and Library Services  
1800 M Street NW, 9<sup>th</sup> Floor  
Washington, DC 20036-5802

Telephone: (202) 653-4714  
E-mail: [nrogers@imls.gov](mailto:nrogers@imls.gov)

## **SECTION VIII. OTHER INFORMATION**

**Rejection and Award**

IMLS reserves the right to reject any or all proposals.